



CITY COUNCIL

Special Meeting Agenda

**SPECIAL MEETING
COUNCIL CHAMBERS**

**TUESDAY, NOVEMBER 27, 2007
5:00 P.M.**

OPENING MATTERS

**CALL TO ORDER
ROLL CALL**

PUBLIC COMMENT – AGENDA MATTERS:

Citizens have the opportunity to address the Council, by registering with the City Clerk before the start of the meeting. All remarks must be directed to Council as a body and not to any individual Council member or public or elected official in attendance. Any person making personally offensive or impertinent remarks or who shall become unruly while addressing Council may be called to order by the Presiding Officer, and may be barred from speaking before Council, unless permission to continue speaking is granted by the majority vote of Council.

All comments by the public shall be made from the speaker's podium. Citizens attending the meeting may not cross into the area beyond the podium. Any materials to be distributed to Council must be given to the City Clerk before the meeting is called to order. Those commenting on an agenda business shall speak at the beginning of the meeting and shall limit their remarks to 5 minutes. Those commenting on general matters shall speak after the legislative business is concluded and shall limit their remarks to 3 minutes.

No comments shall be made from any other location except the podium, and anyone making "out of order" comments may be subject to removal. There will be no demonstration at the conclusion of anyone's presentation. Citizens may not ask questions of Council member or other elected or public official in attendance.

APPROVAL OF AGENDA AND MINUTES

- 1. AGENDA:** Council Meeting of November 27, 2007.

ORDINANCES FOR FINAL PASSAGE

Bill No. 79- setting the salary of the Director of Human Resources at \$80,000.00.
(Managing Director)

Bill No. 80- Establishing the General Fund Budget for the City of Reading including revenues and expenses for the fiscal year beginning January, 1 2008 and ending December 31, 2008

Two Amendments for Consideration:

Administration Amendment –increasing certain revenue estimates and decreasing expenditures as detailed in the attached explanation.

Auditor Amendment- Increasing certain revenue estimates and decreasing expenditures as detailed in the attached explanation.

Bill No. 81- Establishing the Full-Time Employee positions for the City of Reading for the fiscal year 2008.

Bill No. 82- Levying the real estate taxes for the fiscal year beginning the first day of January, 2008 and ending the thirty-first day of December, 2008.

COUNCIL MEETING SCHEDULE

Meeting with the Mayor- Wed, November 28th, Mayor's Office 4:00p.m.

Finance Committee-Mon, December 3rd, Council Office 5:00p.m.

Administrative Oversight Committee- Mon, December 3rd, Council Office 5:00p.m.

Meeting with the Mayor- Wed, December 5th, Mayor's Office 4:00p.m.

Housing Summit- Wed, December 5th, Council Chambers 6:00p.m.

District 1 Town Meeting- Thurs, December 6th, St. Constantine and Helen Greek Orthodox Church, 6:00p.m.

Committee of the Whole- Mon, December 10th, Council Office 5:00p.m.

Regular Meeting- Mon, December 10th, Council Chambers 7:00p.m.

Committee of the Whole- Mon, December 17th, Council Office 5:00p.m.

Regular Meeting- Mon, December 17th, Council Chambers 7:00p.m.

BILL NO. _____-2007

AN ORDINANCE

AN ORDINANCE OF THE CITY OF READING SETTING FORTH THE SALARY OF THE HUMAN RESOURCES DIRECTOR.

SECTION 1. COMPENSATION. The salary of the Human Resources Director, CHRISTINE WHEELEN, shall be EIGHTY THOUSAND DOLLARS (\$80,000) per annum, payable in equal bi-monthly installments.

SECTION 2. BENEFITS. CHRISTINE WHEELEN shall receive benefits accorded to other non-union management/professional personnel of the City.

SECTION 3. REPEALER. All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed.

SECTION 4. EFFECTIVE DATE. This Ordinance shall become effective ten days after Council's confirmation.

Passed Council _____, 2007

President of Council

Attest:

City Clerk

BILL NO. _____

AN ORDINANCE

AN ORDINANCE ESTABLISHING THE BUDGET FOR THE FUNDS OF THE CITY OF READING INCLUDING REVENUES AND EXPENSES FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2008 AND ENDING DECEMBER 31, 2008.

THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1. The budgeted revenues and expenses for the various funds of the City of Reading for the fiscal year beginning January 1, 2008, and ending December 31, 2008, shall be as set forth in Exhibit A attached hereto and made a part hereof.

SECTION 2. This ordinance shall be effective January 1, 2008.

Enacted _____, 2008

President of Council

Attest:

City Clerk

Submitted to Mayor: _____

Date: _____

Received by the Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

Vetoed by Mayor: _____

Date: _____

2008 General Fund Budget Summary

REVENUES:

Real Estate Taxes	\$ 15,350,873
Act 511 Taxes & RE Transfer	\$ 18,157,258
Licenses, Permits, Fines	\$ 4,857,790
Intergovernmental	\$ 4,685,600
Charges for Services	\$ 1,993,470
Interest and Rent	\$ 1,462,692
Emergency Medical Services	\$ 3,132,550
Other	\$ 81,77812
<u>Other Financing Sources</u>	<u>\$ 14,345,654</u>
TOTAL	\$ 72,163,699

EXPENSES:

Mayor	\$ 273,258
City Council	\$ 298,697
City Auditor	\$ 135,739
Managing Director	\$ 4,765,467
Human Relations Commission	\$ 300,394
Boards of Ethics/Health	\$ 20,000
Finance	\$ 2,305,430
Public Works	\$ 8,488,006
Police	\$ 25,573,648
Fire	\$ 15,411,846
Community Development	\$ 157,206
Human Resources	\$ 574,562
Law	\$ 587,498
Library	\$ 1,515,125
Non Departmental	\$ 786,010
Debt Service	\$ 8,995,813
<u>Transfers</u>	<u>\$ 1,975,000</u>
TOTAL	\$ 72,163,699

2008 Budget Amendments

November 13, 2007

Revenues:	Impact	Comment
Transfer from Water Authority 01-00-00-3950	\$ (1,335,260)	Already increased by \$850,000; also catching up on meter fee; adjusted down due to miscalculation
Grants and Gifts 01-18-91-3554	\$ (12,000)	Reducing Revenue from Grants in Gifts for HRC, reflects City contributing \$12,000
District Court Summary Offense 01-00-00-3330	\$ 35,000	Increased due to performance, based on current 2007 trends
Property Tax Increase 01-00-00-3010	\$ 558,365	Constitutes 2.8% increase in property tax (.31 mills). See attachment for more detail.
Total Change in Revenue:	\$ (753,895)	

Expenditures:	Impact	Comment
Budget Reduction 01-14-91-4960	\$ (347,055)	Mostly due to reduced transfer to Self Insurance - good performance continues in that area.
Codes; 3 inspectors + clerk 01-04-36-4000	\$ (175,000)	Report on outcomes desired. Reduces Codes districts from 13 to 10. Reflects City Council priority.
Graffiti Upgrade 01-07-74-4000	\$ (53,000)	Define effectiveness first. Organization desires more speed and coordination.
Codes; Zoning 01-04-37-4000 (15,000) 01-04-39-4000 (17,000)	\$ (32,000)	Keeps positions but take vacancies saving from time needed to fill positions (3 months).
Library, 2 positions and vacancy saving for 1 position 01-16-62-4000 (51,000) 01-13-61-4000 (11,500) 01-13-64-4000 (50,000)	\$ (112,500)	Cut 2 librarian positions keep Asst. Executive Director & take vacancies saving from time needed to fill position.
Planner I 01-10-17-4000	\$ (10,000)	Keeps position but take vacancies saving from time needed to fill positions (3 months).
Park Security 01-07-73-4016	\$ (30,000)	Reduce proposed 10-month operation that use temporary staff to 6-months; service was instituted in June of 2007.
Total Change in Expenditures:	\$ (759,555)	

REVISED*AUDITOR SUGGESTED*** 2008 Budget Amendments**

November 20 ,2007

	Impact	Comment
Transfer from Water Authority	\$ (1,335,260)	Already increased by \$850,000; also catching up on meter fee; adjusted down due to miscalculation
Budget Reduction	\$ 342,935	Mostly due to reduced transfer to Self Insurance - good performance continues in that area.

FUNDING GAP \$
(992,325)

REVENUES	Impact	Comment
District Court	\$ 85,000	increased rate of fines collected
Reading Parking Authority	\$ 550,000	commitment by RPA for 2008 and additional in 2009
Berks County for Library	\$ 100,000	County has \$70 million surplus and we still only receive \$900,000 for Libraries since 1999

Revenue Increases \$
735,000

EXPENSES

Planner I	\$ (10,000)	delay in hiring
Library	\$ (112,500)	eliminate 2 of 3 new positions
Police-OT	\$ (50,000)	reduce O.T.

Expenses Reduced \$
(172,500)

**TOTAL OF
EXPENDITURE
REDUCTIONS AND
PROPERTY TAX
INCREASE**

907,500

**Remaining Funding
GAP** \$
(84,825)

Various options available including those mentioned earlier by the Administration, use of Fund Balance, or other cuts, more from Berks, etc.

BILL NO. _____-2007

A N O R D I N A N C E

**AN ORDINANCE ESTABLISHING THE FULL-TIME EMPLOYEE POSITIONS
FOR THE CITY OF READING FOR THE FISCAL YEAR 2008.**

**THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS
FOLLOWS:**

SECTION 1. Full-Time positions for the City of Reading's fiscal year beginning January 1, 2008, and ending December 31, 2008, shall be as set forth in Exhibit A attached hereto and made a part hereof.

SECTION 2. This Ordinance shall become effective January 1, 2007.

Enacted _____, 2007

President of Council

Attest:

City Clerk

(LAW DEPT.)

Submitted to Mayor: _____

Date: _____

Received by the Mayor's Office: _____

Date: _____

Approved by Mayor: _____

Date: _____

Vetoed by Mayor: _____

Date: _____

**City of Reading
Listing of Positions
For the 2008 Operating Budget**

<i>Division</i>	<i>Position Title</i>	<i>2007 # of Employees</i>	<i>2008 # of Employees</i>	<i>1</i>
Mayor				
	Administrative Assistant To The Mayor	1	1	
	Executive Assistant To The Mayor	1	1	
	Mayor	1	1	
		3	3	
Managing Director				
	Managing Director	1	1	
	Executive Secretary/ Admin Aide	1	1	
		2	2	
Call Center				
	Call Center Manager	1	1	
	Customer Service Representatives	3	3	
		4	4	
Neighborhood Development				
	Neighborhood Development Manager	1	1	
		1	1	
Human Relations Commission				
	HRC Director	0	1	
	HRC Clerks	0	2	
	Secretary	0	1	
		0	4	
City Auditor				
	City Auditor	1	1	
	Auditing Coordinator	1	1	
		2	2	
City Council				
	Council President	1	1	
	Council Member	6	6	
	Assistant City Clerk	1	1	
	Administrative Assistant	1	1	
	City Clerk	1	1	
		10	10	
Treasurer				
	Clerk Typist II	3	3	

	Chief Clerk	1	1
		4	4
HR-Personnel/Pension			
	Payroll Clerk	0	1
	Light Duty Position	0	1
	Diversity and Information Officer	1	1
	Human Resources Director	0.5	1
	Human Resources Supervisor	0.5	1
	Human Resources Coordinator	0.75	1
	Human Resources Coordinator - Pension	1	1
	Human Resources Coordinator - Benefits	1	1
		4.75	8
Solicitor			
	Solicitor	1	1
	Confidential		
	Secretary	1	1
	Executive Secretary/ Admin Aide/Paralegal	1	1
	Legal Specialist	2	2
		5	5
Finance Director			
	Confidential		
	Secretary	1	1
	Finance Director	1	1
	Grant Writer	1	1
	Floater - Finance	2	2
		5	5
Garage			
	Maintenance Mechanic	7	7
	Maintenance Worker I/Parts Person	1	1
	Secretary	1	1
	Small Engine Repairperson	1	1
	Foreman	1	1
		11	11
Purchasing			
	Purchasing Coordinator	1	1
		1	1
CD Planning			
	Zoning Technician	1	0
	Planner I	0	1
	Planner II	1	0
	Planner III	0	1
		2	2

CD Administration

CD Specialist & Historian	0.9	0
Confidential		
Secretary	1	0
CD Director	1	0
	<hr/> 2.9	<hr/> 0

Accounting

CD Specialist	0.25	0
Accounting & Treasury Manager	1	1
Accountant	1	1
Payroll Clerk	1	0
Revenue Accountant	1	1
Accounting Clerk	1	1
	<hr/> 5.25	<hr/> 4

Tax Administration

Budget/Tax Manager	1	1
Tax Supervisor	1	1
Tax Examiner	1	1
EIT Analyst	1	1
Tax Specialist	1	1
Accounts		
Coordinator	1	1
Secretary	1	1
Delinquent Tax Collector	1	1
Tax Clerk II	5	5
Mailroom/Tax Clerk	0.5	0
Clerk Typist II	1	1
	<hr/> 14.5	<hr/> 14

Mailroom

Mailroom/Tax Clerk	0.5	1
	<hr/> 0.5	<hr/> 1

Information Technology

GIS Analyst - Sewer	1	1
GIS Coordinator	1	1
Application Specialist	1	1
Network Analyst	1	1
Developer	1	1
Clerk Typist II	1	0
Web Developer	1	1
System Support Analyst	1	1
IT Manager	1	1
Lead Developer	1	1
	<hr/> 10	<hr/> 9

Traffic Engineering

Traffic Planner	0.5	0
Equipment Operator II	1	1
Traffic Engineering Technician	1	1
Maintenance Worker I/Signmaker	1	1
Secretary	0.4	0
Equipment Operator I	1	1
	<hr/> 4.9	<hr/> 4

Police - Criminal Investigations

Captain 3-3	1	1
Criminal Investigator	28	28
Lieutenant	1	1
Police Officer	3	3
Police Officer/FTO	1	1
Court Liason	1	0
Sergeant	6	7
	<hr/> 41	<hr/> 41

Police - Special Services

Inspector	1	0
Lead Clerk/Trainer	1	1
Police Officer	6	3
Police Officer/FTO	1	1
Telecommunicator Supervisor	1	1
Telecommunicator I	1	1
Telecommunicator II	14	13
Records Clerk	5	5
Records Operations Supervisor	1	1
TAC Officer	1	1
Lieutenant	2	2
Secretary - Police Academy	1	1
Sergeant	4	3
CCTV System Monitor	0	1
Shift Supervisor	1	1
	<hr/> 40	<hr/> 35

Police - Patrol

Captain	2	2
Clerk Typist I	1	1
Lieutenant	4	4
Police Officer	115	133
Police Officer/ ACT CI	2	0
Police Officer/FTO	8	7

	Police Trainee	7	0
	Sergeant	18	17
		157	164
Police - Administration			
	Chief of Police	1	1
	Deputy Chief of Police	1	1
	Confidential		
	Secretary	1	1
	Sergeant	3	2
	Inspector	1	2
		7	7
Fire Administration			
	Clerk Typist II	1	1
	Administrative Officer	1	1
	Fire Chief	1	1
	First Deputy Chief	4	4
		7	7
Fire Bargaining Unit			
	LT Fire Prevention Officer	1	2
	Fire Marshal	1	1
	Lt Fire Training Officer	1	1
		3	4
Fire Suppression			
	Second Deputy Chief 2nd Deputy Chief	4	4
	Firefighter IV	96	91
	Firefighter II	0	10
	Firefighter I	10	7
	LT Fire Suppression Officer	4	4
		114	116
EMS			
	Deputy Chief/EMS Mgr	1	1
	EMS Lieutenant	4	4
	Paramedic	20	20
	Transport Coordinator	1	1
	Wheelchair Van Driver	3	3
		29	29
Codes - Development & Inspection			
	Building Inspector	1	0
	Health and Safety Clerks	5	5
	Health and Safety Inspectors	0	3
	Electrical Inspector	1	0
	Health Inspector II	2	2

	Health Officer	1	0
	HVAC Inspector	1	0
	Plumbing Inspector	1	0
	Property Maintenance Inspector	16	16
		28	26
Codes - Trades			
	Secretary	0	1
	Plumbing Inspector	0	1
	Building Inspector	0	1
	Electrical Inspector	0	1
	HVAC Inspector	0	1
		0	5
Codes Administration			
	Property Improvement Division Manager	1	1
	Codes Administrator	1	1
	Zoning Administrator	1	1
	Zoning Deputy Administrator	0	1
	Building Official	1	1
		4	5
Zoning			
	Zoning Technician	0	1
	Zoning Officer	0	1
		0	2
Public Works			
	Confidential Secretary	1	1
	Public Works Director	1	1
		2	2
Engineering			
	Traffic Planner	0.5	1
	Engineering Aide IV	0.5	1
	Engineering Aide III	1	1
	Secretary	0.6	1
		2.6	4
Highways			
	Equipment Operator II	17	17
	Secretary	0.25	0
	Foreman	1	2
	Operations Division Manager	0.33	0

		18.58	19 0
Library Administration			
	Director of Libraries	1	1
	Assistant Director of Libraries	1	2
		2	3
Library - Circulation			
	Librarian I	1	1
	Librarian II	2	3
	Librarian III	1	1
	Library Technician II	2	2
	Library Technician III	4	4
		10	11
Library - Reference			
	Bookmobile Operator	1	1
	Head Custodian	1	1
	Librarian II	4	4
	Librarian III	1	1
	Librarian Tech II	1	1
	Maintenance Worker II	1	1
		9	9
Library - Children Services			
	Librarian II	0	1
	Library Technician II	1	1
	Library Technician III	1	1
		2	3
Parks			
	Custodian II	1	1
	Equipment Operator II	1	1
	Equipment Operator III	4	4
	Foreman	2	2
	Maintenance Worker I	2	2
	Maintenance Worker II	3	3
	Maintenance Worker III	3	3
	Operations Division Manager	0.33	1
	Secretary	0.25	1
		16.58	18
Recreation			
	Superintendent of Recreation	1	1
	Custodian III	1	1
	Secretary	0.25	0
	Recreation	2	2

Public Property	Supervisor	4.25	4
	Foreman	2	3
	Tradesman	6	6
	Operations Division Manager	0.33	0
	Secretary	0.25	0
		8.58	9
CD - HUD			
	CD Specialist II	1	1
	CD Specialist III	1	1
	CD/Hist Preserv Specialist	0.1	1
	Community Development Manager	1	1
	Confidential		
	Secretary	0.5	1
	Fiscal Officer	0.75	1
	Rehab Specialist	2	2
		6.35	8
Water Administration			
	Foreman	1	1
	Customer Service Rep.	2	2
	GIS/CAD Technician	1	1
	Engineering Aide III	1	1
	Distribution Engineer	1	1
		6	6
Water Collection			
	Equipment Operator		
	I	1	1
	Equipment Operator II	1	1
	Equipment Operator III	1	1
	Foreman	1	1
	Maintenace Worker II	6	6
	Superintendent	1	1
		11	11
Water Purification			
	Centrifuge Oper. I.	1	1
	Chemist	1	1
	Chief Operator	1	1
	Clerk Typist II	1	1
	Foreman	1	1
	Lab Supervisor/Bact.	1	1
	Maintenance Worker II	5	5

	Tradesman	1	1
	Water Plant Oper. I	1	1
	Water Plant Oper. II	3	3
		<hr/>	<hr/>
		16	16
Water Distribution			
	Equipment Operator II	3	3
	Field Investigator	3	3
	Foreman	6	6
	Foreman - Crew	1	1
	Foreman - Service	1	1
	Maintenance Mechanic II	1	1
	Maintenance Worker II	8	8
	Maintenance Worker III	6	6
	Superindent	1	1
		<hr/>	<hr/>
		30	30
Self - Insurance			
	Risk and Safety Coordinator	1	1
	Director of Human Resources	0.5	0
	Human Resources Supervisor	0.5	0
	Light Duty Position	1	0
	Confidential		
	Secretary	0.25	0
		<hr/>	<hr/>
		3.25	1
Sanitary Sewers			
	System Superintendent	1	1
	Foreman	2	2
	Equip Op II	12	12
	Maint Worker III	1	1
	Engineer Aide IV	0.5	0
	Engineer Aide III	1	1
		<hr/>	<hr/>
		17.5	17
WWTP			
	Maint Supv	1	1
	Belt Press Op I	3	3
	Cert Oper/Shift Sup	6	6
	Chemist	1	1
	Operations Supv	1	1
	Elec/Elect Field Eng	1	1
	Elec/Inst Tech	1	1
	Utilities Div Manager/Environ	1	1
	Utility Engineer	0	1

	Utility Clerk Typist	0	1
	Env Prog Coord	1	1
	Equip Op II	1	1
	Lab Supv	1	1
	Lab Tech	4	4
	Maint Worker II (Mech)	3	3
	Maint Worker III	4	4
	Pump Tender (Fritz Is)	4	4
	Secretary	1	1
	Serv Utility Person	7	7
	Sew Plant Op I (6th St.)	4	4
	Sew Plant Op I (Fritz Is)	2	2
	Sew Plant Op II (Fritz Is)	2	2
	Superintendent	1	1
	Tradesman (Elec)	2	2
		<hr/>	<hr/>
		52	54
Recycling			
	Clerk I	1	0
	Chief Clerk	1	1
	Clerk Typist II	1	2
	Equipment Op II	2	0
	Solid Waste Coordinator/Environmentalist	1	1
		<hr/>	<hr/>
		6	4

Number of Full Time Employees

746.49

2007 Total is 10 employees higher than in the original 2007 position listing. 10 firefighters were hired in 2007, but not reflected in the original 2007 position listing. They are reflected here.

BILL NO. _____-2007

AN ORDINANCE

LEVYING THE TAXES FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF JANUARY, 2008, AND ENDING THE THIRTY-FIRST DAY OF DECEMBER, 2008.

THE COUNCIL OF THE CITY OF READING HEREBY ORDAINS AS FOLLOWS:

SECTION 1. A tax of ten and nine tenths mills (.0109) on the dollar, or one dollar and nine cents (\$1.09) on each one hundred dollars is hereby levied and assessed for the fiscal year beginning the first day of January, 2008, and ending the thirty-first day of December, 2008, on all property in the City of Reading taxable for County purposes.

SECTION 2. All ordinances or parts of ordinances conflicting with the provisions of this Ordinance are hereby repealed insofar as they are inconsistent with this Ordinance.

SECTION 3. This Ordinance shall be effective January 1, 2008, said date being the beginning of the fiscal year of the City of Reading.

Enacted _____, 2006

President of Council

Attest:

City Clerk

Submitted to Mayor: _____
Date: _____

Received by the Mayor's Office: _____
Date: _____

Approved by Mayor: _____
Date: _____

Vetoed by Mayor: _____
Date: _____